

Check any of the factors below that apply to you.

- | | |
|---|--|
| <input type="checkbox"/> Work overload | <input type="checkbox"/> Poor pay |
| <input type="checkbox"/> Job insecurity | <input type="checkbox"/> Excessive travel |
| <input type="checkbox"/> Too much responsibility | <input type="checkbox"/> Limited chance for promotion |
| <input type="checkbox"/> Too little responsibility | <input type="checkbox"/> Bias (gender, religion, race) |
| <input type="checkbox"/> Dissatisfaction with current role | <input type="checkbox"/> Problems with management |
| <input type="checkbox"/> Poor work environment (discomfort, danger) | <input type="checkbox"/> Problems with client |
| <input type="checkbox"/> Long hours | <input type="checkbox"/> Problems with co-workers |
| <input type="checkbox"/> Lack of feedback | <input type="checkbox"/> Office politics |

Ask yourself to what extent you can remove, or at least reduce the impact of that stress? Would any of the following be helpful for you?

Communication and conflict resolution skills training

- Listening
- Encouraging
- Assertiveness
- Effective management
- Mediation
- Negotiation

Personal skills training

- Basic stress management
- Learning to recognize and manage specific difficulties for you (e.g., anger control, etc)
- Time management
- Personal motivation and work pacing (goal setting, task ordering, how to break down big projects into manageable chunks)
- Career planning (planning for the future, mapping out new skills you would like to learn)

Job-based skills training

- Software packages
- Project planning
- Specific competencies